

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Battalion Chief/Fire Marshal	<u>Revision Date:</u>	10/16
		<u>EEO Category:</u>	Protective Service
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	30468

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Fire Chief, performs administrative and supervisory duties relating to prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns. Oversees and manages a Department Division in Prevention and Public Education. The Fire Chief may assign an employee to this position for a designated period after which the employee will return to a regular, full-time position. May be assigned administrative duties to include training, equipment, etc.

III. Essential Duties:

- Serve as the Fire Marshal.
- Respond to fire, medical and other emergencies. Performs incident command or support functions.
- Coordinate and supervise Sandy City fire code enforcement.
- Perform origin of cause determination and coordinates fire investigations.
- Coordinate, supervise and complete plan reviews and fire hydrant placement within Sandy City.
- Represent the department at the City Planning Commission.
- Complete monthly and annual reports.
- Supervise arson and code enforcement staff, including performance reviews of subordinate staff.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Must pass annual fire department physical examination with department contracted physician.

IV. Marginal Duties:

- Serve on various teams and committees as assigned.
- May act as Fire Chief in absence of the Fire Chief, Assistant Chief or Deputy Chief.
- Perform other duties as assigned.

V. Qualifications:

Experience/Education: Requires 2 years' experience as a Captain. In addition, must meet one of the following criteria:

- 1) Must have 9 years firefighting experience with progressively increasing responsibilities, including administrative or supervisory experience as well as a bachelor's degree in Fire Science or Management; or
- 2) Must have 11 years firefighting experience with progressively increasing responsibilities, including administrative or supervisory experience as well as an associates's degree in Fire Science or Management; or
- 3) Must have 13 years firefighting experience with progressively increasing responsibilities, including administrative or supervisory experience.

Certifications / Licenses: Requires valid Utah Driver's License and state of Utah Fire Officer Certification.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Utah emergency medical programs; training and staff development in firefighting and paramedic programs; practices of governmental administration, including budget and personnel management; fire and medical equipment and programs, including tactics; fire behavior; Fire Department policies and procedures, Uniform Fire Code; origin and cause determination, site plan review and examination; department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgment; great responsibility for the care, condition and use of materials, equipment and tools; great responsibility for making decisions which affect the activities of others; the direction of emergency situations; supervision of fire captains, fire engineers and firefighters.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; outside contact with public presenting and obtaining data; frequent contacts with major executives on matters requiring explanations and discussions; must have excellent written and verbal communication skills; ability to deal with upset and irate people; frequent contact with citizens and other employees during emergency situations; establishing and maintain effective working relationships with employees, elected officials, department heads and citizens.

Tool, Machine, Equipment Operation: Occasional use of fire suppression and emergency medical equipment; regular use of personal computer, copy machine and cellular telephone; frequent use of a fax machine; occasional use of a typewriter.

Analytical Ability: Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; make decisions during emergency situations; evaluate and analyze data to make recommendations; implement programs.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to constant overtime, exposure to difficult situations, contact with the public, problem-solving and deadlines; employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

Work Environment: Employee will work in a generally comfortable office setting (75% of work performed indoors and 25% of work performed outdoors); the noise level in the work environment is usually minimal; frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to inclement weather conditions and emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous material, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; work assignments are broad and performed with little or no supervision; typically work periods are 48 hours in length, consisting of two 24.5 hour shifts worked back-to-back; subject to call back 24 hours per day, 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____
PERSONNEL DEPT APPROVED BY: _____ DATE: _____